**Instructional Technology Evaluation Guide**

**1.0 Leadership**

* works with key stakeholders in establishing vision and mission statements
* uses quality improvement principles
* demonstrates knowledge about best practices
* monitors and communicates progress toward goals
* sets professional goals for personal improvement
* participates as requested in district, state, and/or federal initiatives
* contributes to district professional development initiatives
* assists new administrative staff, and disseminates ideas and information to other professionals in various formats

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| **Examples to guide your response for this domain. You may have other equally appropriate examples.**   * Role on the campus leadership team * Leadership role among the ITS's * Leadership opportunities beyond the expected ITS role that moves technology integration to a higher/deeper level * Lead campus/district meetings while modeling exemplary instructional strategies * Recommendations guiding leadership decisions |

**2.0 Strategic Planning**

* works with staff and other stakeholders to develop action plans and accomplish goals aligned to the needs of customers
* aligns individual goals to district goals
* reviews current research and professional literature to guide decision-making and practices
* demonstrates the ability to deal with and promote change related to improved practices

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| **Examples to guide your response for this domain. You may have other equally appropriate examples.**   * Professional development offered on your campus(es) * Role in the development of the Campus Improvement Plan * Role in the development of the Department Improvement Plan * Supported TA TEKS integration and alignment as defined by the Instructional Technology Improvement Plan (K – 8) * Support professional learning communities/academies (9 – 12) * Personal learning opportunities leading to individual leadership growth in earned credibility, effectiveness, and knowledge of trends in technology * Role in grant applications and/or initiatives |

**3.0 Customer and Stakeholder Focus**

* works to build a positive relationship with customers
* displays awareness of stakeholder needs and works collaboratively with stakeholders, customers, and staff to accommodate these needs
* initiates and supports safe, secure and nurturing work environment
* facilitates staff involvement in decision-making
* monitors customer and stakeholder satisfaction

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| **Examples to guide your response for this domain. This domain focuses on all stakeholders except staff. Staff is addressed in 5.0. You may have other equally appropriate examples.**   * School website converted to asp, compliant with all RRISD standards * Training and support for stakeholders addressed in this domain (i.e. parents, community, students, etc.) * Support for after school events, PTA, Parent Centers, Parent Summit, robotics club, etc. * Supported, modeled, and enforced District AUP, CIPA, FERPA, Cybersafety |

**4.0 Information and Analysis**

* collects assessment/survey data aligned with district goals
* analyzes and uses data for decision-making and process improvement
* uses data to compare group performance to other district, state and national groups

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| **Examples to guide your response for this domain. You may have other equally appropriate examples.**   * STaR Chart completed and analyzed * Collected and analyzed data to increase student achievement (completed and/or planned) * Supported technology component of campus principal walk-throughs / teacher appraisals * Supported data analysis for teachers in ABC appraisal system * Contributed to grant applications |

**5.0 Staff Focus**

* creates a work environment for staff to promote goal achievement
* trains and educates staff to continually improve processes
* monitors the level of staff involvement, well being and satisfaction
* displays awareness of individual’s self-worth and appreciation for cultural awareness
* facilitates effective resolution of conflicts in a timely fashion

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| **Examples to guide your response for this domain. Stakeholders other than staff are addressed in 3.0. You may have other equally appropriate examples.**   * Recognition of staff members for exemplary technology integration * Production and support of audio and video * Trainings for teachers/staff * Products/examples of lessons demonstrating technology integration * Role in the increased professional digital footprint of campus and/or staff * Teacher website monitored and supported * Diversity and customer service training * "Raving Fans" documentation |

**6.0 Management of Processes**

* uses the performance appraisal cycle to improve processes
* uses quality tools to monitor and improve processes
* uses resources efficiently and effectively
* emphasizes and uses effective communication with stakeholders, customers and staff
* uses a +/Δ feedback system to evaluate work and make improvements
* complies with district, state, and federal laws, policies, and regulations
* submits reports promptly and accurately

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| **Examples to guide your response for this domain. You may have other equally appropriate examples.**   * Action(s) taken as a result of previous year's appraisal. * Participated in ABC appraisal process with campus * Managed hardware inventory and labeling in ActiveDirectory * Managed software inventory * Network management * Budget expenditures * System for stakeholder feedback (surveys, polls, etc. for ITS performance) * Follows purchasing guidelines * Relationships with other district departments (IS, MIS, PD, Assessment, etc.) |

**7.0 Team Results**

* performance is improving compared to past performance
* performance is improving compared to similar groups/teams

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| **Examples to guide your response for this domain. You may have other equally appropriate examples)**   * Campus accomplishments that you influenced. * Personal accomplishments (Teacher of the Year, Employee of the Month, "Busted Tail" Award, etc.) * Part played in increased student/campus performance results |